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IC2-1369-97
copy 11 of 12

12 June 1957

MEMORANDUM FOR: All CIA TALENT Control Officers

SUBJECT: Correspondence Control Procedures

REFERENCE: Procedure for the Dissemination and Distribution
of TALENT Materials, IC2-44-96, dated 1 August 1956

1. As the control of correspondence in the TALENT System depends completely upon the information submitted to this office we would like at this time to ask you to refresh yourself on the correspondence control procedures, paragraph 6 of the above referenced document, with special emphasis on sub-paragraphs b. (4) the notification by phone of further routing of documents received in your office and b. (5) the assignment of TCS numbers to incoming non-CIA documents received in your office.

2. The TALENT Control System has been in operation for nearly a year now and we would like to extend our appreciation for your cooperation in making it effective.

JAMES G. ASHER
Talent Control Officer

PCS/DCI:1b

Distr:

- 1 - Proj. Dir.
- 2 - C/DO/I
- 3 - CNO
- 4 - CCI
- 5 - CCI
- 6 - Proj. Sq.
- 7 - C/DO/I
- 8 - CCI
- 9 - CCI
- 10 - File
- 11 - Corose

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